

**SAWS OVERSIGHT PROCESSES BINDER
RECORD OF CHANGE LOG – SECTION 18**

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| SECTION NAME: SAWS Oversight Deliverables Review Strategy |
| RESPONSIBLE PARTY: Harjit Basi – CalWIN Liaison |
| BRIEF DESCRIPTION OF SECTION: This section describes the in house deliverable review strategy for SAWS. This includes identified reviewers of the deliverables, process for reviewing and/or incorporating comments, and responsible person for entering data into the SAWS Deliverable Comments database. |

CHANGE LOG

[illegible]

SAWS Deliverable Review Strategy

- As a minimum deliverable review will be accomplished by the following
SAWS Strategy Implementation Manager
SAWS State Oversight IV&V Consultant
SAWS Project Oversight Manager
Consortium Project Manager
SAWS Technical Architect
Consortium Liaison
- If available, obtain completed sections of the IV&V deliverable in advance to expedite the review process
- Setup a deadline to complete the review and comment process
- Arrange a meeting with the review team to discuss comments
- Arrange a meeting with the IV&V vendor to discuss comments from the review team
- After comments are incorporated, send an updated copy of the report to the consortium project manager for review and comments
- Setup a meeting with the consortium project manager, SAWS review team, and the IV&V vendor to discuss any issues and answer questions
- IV&V vendor will incorporate comments as appropriate and generate a comments matrix (listing of all comments and their disposition)
- IV&V vendor will produce the final report and distribute to the consortium liaison
- IV&V vendor must include, as an appendix, the disposition of all comments received
- Consortium liaison will enter appropriate data into the SAWS Deliverable Comments Database